

**INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION
SUMMARY OF ALLOWED TRAVEL EXPENSES**

ICC Members will be reimbursed for the actual cost, up to the maximum allowance, for each meal, lodging, and incidental expense for each complete 24 hours of travel. Original receipts with zero balance are required to substantiate actual lodging expenses.

Travel and per diem for the Wednesday prior to the ICC meetings may be approved by the ICC Supervisor when travel options on Thursday morning are not practical for members' arrival for the start of the Executive Committee meeting. The State of California has policies and regulations regarding expenditure of state funds on travel, which includes transportation, meals, and lodging. The following are the allowances and travel reimbursement rates approved by the Department of Personnel Administration. **If in doubt about any expense, consult with ICC Supervisor prior to incurring expense.**

As of 21 July, 2014, air travel, car rental and hotel bookings must be made through The California Travel Store. The Travel Store is the authorized Travel Management Service Provider for all State of California government travel.

MEALS

It is important to remember there are **NO FLAT RATE** reimbursements. All meals claimed are to be for the actual amount of expense, up to the maximum allowed. Since no provision requires submission of meal receipts, it is the traveler's responsibility to retain receipts and other records of expense in case of an audit. **No lunch or incidental may be claimed on trips of LESS than 24 hours.**

BREAKFAST	Up to \$7.00	May be claimed for a trip that begins at or before 6:00 a.m. and ends after 8:00 a.m.
LUNCH	Up to \$11.00	May be claimed for a trip that begins at or before 11:00 a.m. and ends at or after 2:00 p.m. on the following day.
DINNER	Up to \$23.00	May be claimed for trips that begin at or before 5:00 p.m. and end at or after 7:00 p.m.
INCIDENTALS	Up to \$5.00	May be claimed for trips over 24 hours.

LODGING

Travel must be 50 miles or more from home to claim lodging expense.

All Counties/Cities located in California (except as noted below):	Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.
Napa, Riverside, and Sacramento Counties:	Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.
Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica:	Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.
Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties:	Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.

San Francisco County and the city of Santa Monica:	Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.
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TRANSPORTATION

Please choose the most economical method of travel. A personal car or rental car may be used in lieu of other transportation options if it is more cost effective. **Any use of a rental car requires prior authorization by the ICC Staff Supervisor.**

AIRLINE	Flight requirements are booked using the Concurs web site http://www.caltravelstore.com or the TravelStore agents. Agents are available 8 a.m. to 5 p.m. PST, Monday through Friday. An after-hours service is available but should only be used for extreme emergencies. An after-hour service fee applies so please use these services with discretion. CALTRAVELSTORE call-in reservations: toll free at (877) 454-8785.
PERSONAL CAR	Actual mileage to and from the meeting will be reimbursed at 0.56 cents per mile with the maximum allowance up to the cost of state contracted airline transportation. Your automobile license number will need to be listed on your travel claim form. Actual mileage to and from the airport will be reimbursed at 0.56 cents per mile.
TAXI/SHUTTLE SERVICE	Fare plus 15% tip is allowed. Requires submission of original receipt.
CAR RENTAL	Car rentals are booked using the Concurs web site or the TravelStore agents. Agents are available 8 a.m. to 5 p.m. PST, Monday through Friday. An after-hours service is available but should only be used for extreme emergencies. An after-hour service fee applies so please use these services with discretion. CALTRAVELSTORE call-in reservations: toll free at (877) 454-8785.
PARKING	Receipts are required for reimbursement of any amount over \$10.00. Airport parking cannot exceed the economy, long term rate.

CHILD CARE REIMBURSEMENT

ICC Members who are a parent of a child with special needs may claim reasonable childcare costs for meeting attendance by submitting a signed warrant receipt (including child's name, dates, number of hours and cost per hour) from the provider.

TRAVEL ADVANCES

Travel advances are available to ICC Members by contacting the ICC Coordinator, Madeline Journey-Lynn, at (916) 654-1590 or Madeline.Journey-Lynn@dds.ca.gov. Advances may be used to secure your room deposit as well as other travel expenses. Please request a travel advance no later than three weeks prior to travel to allow time for processing and mailing of the advance to you. Travel advances **must be cleared within two months of use** by submitting a STD 262-Travel Expense Claim (TEC) form or remitting payment for the remaining balance. Following the meeting, a TEC must be submitted to clear the advance before another advance is issued. To obtain a TEC, please contact the ICC Coordinator.